

IN THE SUPREME COURT OF THE STATE OF ARIZONA

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In the Matter of:

AMENDING ARIZONA CODE OF  
JUDICIAL ADMINISTRATION  
§ 7-206: CERTIFIED REPORTER

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Administrative Order  
No. 2019 - 77  
(Affecting Administrative  
Order No. 2016-119)

Pursuant to the Arizona Code of Judicial Administration § 1-201(E), the Chief Justice may adopt technical changes in existing administrative code sections by administrative order without prior distribution for comment and action by the Arizona Judicial Council.

Therefore, pursuant to Article VI, Section 3, of the Arizona Constitution,

IT IS ORDERED that the amendments to ACJA § 7-206 as indicated on the attached document are adopted effective August 27, 2019. All other provisions of § 7-206 remain unchanged and in effect.

Dated this 10th day of July, 2019.

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ROBERT M. BRUTINEL  
Chief Justice

**ARIZONA CODE OF JUDICIAL ADMINISTRATION**  
**Part 7: Administrative Office of the Courts**  
**Chapter 2: Certification and Licensing Programs**  
**Section 7-206: Certified Reporter**

A. [no changes]

**B. Applicability.**

1. This section applies to the standard certification of reporters pursuant to Arizona Revised Statutes, Title 32, Chapters 40 and 43, and to temporary certification pursuant to Laws 1999, Ch. 335, § 3 and Laws 2000, Ch. 41, § 13. It addresses all components of the certification process including application, fees, criteria for approval or denial of certification, resolution of complaints concerning certified reporters and the discipline and administrative hearing process and is read in conjunction with ACJA § 7-201: General Requirements. In the event of any conflict ACJA § 7-206 shall govern. In the event of any conflict between the applicable statutes and the ACJA sections, the statutes shall govern.
2. [no changes]

C. and D. [no changes]

**E. Initial Certification.**

1. Eligibility for Application. An applicant may apply for initial certification by either:
  - a. A.R.S. § 32-4021(A) provides: Meeting the following minimum requirements:
    - ~~A. An applicant for standard certification as a certified reporter . . . at a minimum shall:~~
      - 1.(1) Be at least eighteen years of age.
      - 2.(2) Be a citizen or legal resident of the United States.
      - 3.(3) Satisfy the requirements of A.R.S. § 32-4022.
      - 4.(4) Be of good moral character.
      - 5.(5) Possess a high school diploma or a general equivalency diploma or a similar document or certificate.
      - 6.(6) Pursuant to rules adopted by the supreme court demonstrate reasonable proficiency in making verbatim records of trial or judicial or related proceedings.

~~7.~~(7) Comply with the laws and rules and orders adopted by the supreme court governing certified reporters in this state.

~~8.~~(8) Pay the fees established pursuant to A.R.S. § 32-4008.

~~b.~~(9) ~~An applicant shall provide~~ Provide proof of passing the National Court Reporters Association (NCRA) registered professional reporter's examination (RPR) written knowledge test (WKT) and skills knowledge test (SKT) or the National Verbatim Reporters Association (NVRA) certified verbatim reporter's examination (CVR) and ~~shall~~ also passing the Arizona Written Examination pursuant to ACJA §§ 7-201(E) and subsections (E)(3) of this section ~~(b) and (c)~~.

b. Meeting reciprocity requirements:

(1) Notwithstanding requirements set forth under Arizona Revised Statutes, Title 32, Chapters 40 and subsection (E)(1)(a) of this section, if an applicant is currently licensed or certified as a reporter in another jurisdiction, certification may be granted if the requirements under A.R.S. § 32-4302 are met.

(2) To be certified pursuant to this subsection, the applicant must hold a certificate or license comparable to a "certified reporter" as defined under A.R.S. § 32-4002(3).

(3) The applicant must comply with the laws and rules and orders adopted by the supreme court governing certified reporters in this state.

(4) The applicant must pay the fees established pursuant to A.R.S. § 32-4008.

2. ~~Application Fingerprint Requirement for Initial Certification. The procedures for application for initial certification are provided in A.R.S. § 32-4021 and ACJA § 7-201. Applicants for certification shall also meet the examination requirements specified in subsection (E)(3) and pursuant to A.R.S. § 32-4021(A)(9) an applicant shall "[s]ubmit~~ submit a full set of fingerprints with the fee prescribed in A.R.S. § 41-1750 to the supreme court for the purpose of obtaining a state and federal criminal records check pursuant to A.R.S. § 41-1750 and Public Law 92-544."

3. Examination Requirements for Initial Certification. In addition to the requirements of ACJA § 7-201(E) the following requirements apply:

~~a. Purpose. Pursuant to A.R.S. § 32-4005(B) and ACJA § 7-201(E), the examination for initial certification is to "[d]etermine through testing . . . an applicant's ability to make a verbatim record of proceedings that may be used in any court by means of written symbols or abbreviations in shorthand, or machine writing or voice writing."~~

~~b. Admission to the Arizona Written Examination:~~

~~(1) A.R.S. § 32-4022(A) provides:~~

~~A. A person shall not be admitted to an examination without presenting satisfactory evidence to the board that before the date on which the application for examination was filed the person has done at least one of the following:~~

- ~~1. Obtained one year of experience in making verbatim records of meetings, conferences, hearings or judicial or related proceedings by means of written symbols or abbreviations in shorthand, machine writing or voice writing and in transcribing these records.~~
- ~~2. Obtained a verified certificate of the satisfactory completion of a prescribed course of study from a court reporting school or a certificate from a school that evidences the equivalent proficiency and the ability to make a verbatim record of material that is dictated pursuant to rules adopted by the supreme court.~~
- ~~3. Obtained a national court reporters association's registered professional reporter or registered merit reporter certificate.~~
- ~~4. Obtained a valid certificate to practice court reporting that is issued by a state other than this state if the other state's requirements and certifying examination are substantially similar to or more stringent than those in this state.~~
- ~~5. Demonstrated reasonable proficiency in making verbatim records of trial or judicial or other related proceedings by passing an approved examination for certification pursuant to rules adopted by the supreme court.~~

~~e. Examination Procedures. In addition to the requirements of ACJA § 7-201(E), the procedures for examination are prescribed in A.R.S. § 32-4022:~~

~~(1) A.R.S. § 32-4022(B) provides:~~

~~B. The examination for certification consists of the following two parts:~~

- ~~1. A national court reporters association's registered professional reporter examination, a national verbatim reporters association's certified verbatim reporters association examination or an alternative demonstration of proficiency approved by the supreme court.~~
- ~~2. A written knowledge test of rules of the supreme court of Arizona and statutes of this state relating to court reporters.~~

- ~~(2) The National Court Reporters Association (NCRA) RPR written knowledge test (WKT) and skills knowledge test (SKT) and the National Verbatim Reporters Association (NVRA) CVR, are the approved proficiency examinations to meet the minimum proficiency examination requirements of A.R.S. § 32-4022(B)(1).~~
  - ~~(3) An applicant satisfies the proficiency examination requirements by passing either the RPR or CVR examination as specified in A.R.S. § 32-4022(B)(1) and subsection (E)(3)(c)(2).~~
  - ~~(4) An applicant shall perform the duties of the profession using only the method of reporting the applicant used to obtain certification.~~
  - ~~(5) A.R.S. § 32-4022(F) provides: "An applicant who fails to pass the written examination . . . may apply for reexamination at any time."~~
- a. All applicants shall pass a written knowledge test of rules of the supreme court of Arizona and statutes of this state relating to certified reporters.
  - b. An applicant who fails to pass the written examination may apply for reexamination at any time.
4. An applicant shall perform the duties of the profession using only the method of reporting the applicant used to obtain certification.
45. Conditional Initial Certification. Conditional initial certification may be granted prior to receipt of state and federal record check results only for employment by the superior court as an official court reporter and authorizes the individual to provide reporting services only while acting in the course and scope of that employment. The board, upon a request from the Division, shall promptly meet to consider the request for conditional initial certification.
- a. [no changes]
  - b. Conditional initial certification terminates upon the occurrence of any of the following:
    - (1) and (2) [no changes]
    - (3) Termination of superior court employment.\
  - c. Conditional initial certification can be granted only if the applicant has submitted:
    - (1) and (2) [no changes]
    - (3) Satisfactory proof of compliance with ACJA § 7-206(E)(1)(a) & or (b), and (E)(3);
    - (4) A full set of fingerprints as required by ACJA § 7-206(E)(2) and A.R.S. § 32-4021(A)(9);
    - (5) and (6) [no changes]
  - d. [no changes]

**56. Decision Regarding Certification.** In addition to the requirements contained in ACJA § 7-201(E), the procedures for the decision regarding certification are pursuant to A.R.S. §§ 32-4021(B), -4024(A), ~~and -4024(B)~~, and -4302.

a. and b. [no changes]

F. through N. [no changes]